

**MINUTES
REGULAR MEETING
UTILITY SERVICE BOARD
NOVEMBER 17, 2014**

The Regular Meeting of the Utility Service Board of the City of Jasper, Indiana, was held in the Council Chambers of City Hall in Jasper at 7:00 PM on Monday, November 17, 2014.

The meeting was called to order by Chairman Wayne Schuetter.

UPON CALL OF THE ROLL, THE FOLLOWING WERE PRESENT:

Wayne Schuetter – Chairman
Rick Stradtner – Vice Chairman
Doug Schulte – Secretary
Alex Emmons – Wastewater Commissioner
Ken Sendelweck – Electric Commissioner
Dave Hurst – Water Commissioner
Keith Masterson – Gas Commissioner

ALSO PRESENT:

Jerry Schitter – Electric Distribution Manager
Ernie Hinkle – Gas & Water Manager
Ed Hollinden – Wastewater Manager
Bud Hauersperger – General Manager
Renee Kabrick – City Attorney
Ashley Kiefer – Office Manager

PLEDGE OF ALLEGIANCE (DVD-00:33)

Chairman Wayne Schuetter led the Pledge of Allegiance.

QUOTE OPENING: ROOF REPLACEMENT – ELECTRIC DISTRIBUTION (DVD-00:57)

Hauersperger opened the quote and read it aloud as follows:

- | | |
|------------------------|-------------|
| 1. Schmidt Contracting | \$35,550.00 |
| Jasper, IN 47546 | |

The quote included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation and an Affidavit Regarding Non-responsibility.

Jerry Schitter stated that he did request bids from Streicher Construction and Hedinger Roofing but they did not respond. Schitter asked for the Board's permission to accept the bid from Schmidt Contracting for \$35,550, if all specifications are met. The funds for this project will come from the Operating and Maintenance fund.

Ken Sendelweck made a motion to approve the bid from Schmidt Contracting for \$35,550 for the roof replacement at the Electric Distribution building, pending all specifications being met. Rick Stradtner seconded the motion. Motion approved, 7-0.

QUOTE OPENING: CHEMICALS FOR 2015 – WATER (DVD-03:09)

Hauersperger opened the chemical quotes and read them aloud. Quotes for various items included in the request were received from the following companies:

1. Brenntag Mid South
2. Chemical Resources
3. Hawkins – No bid received
4. Mississippi Lime
5. Sal Chemical
6. Univar USA, Inc. – Non-responsibility Affidavit not sealed by Notary
7. USALCO – No bid received
8. Water Solutions

Not all companies submitted bids on every item included in the request.

All the quotes included a Non-Collusion Affidavit, an Indiana Legal Employment Declaration, a Nepotism Policy Affirmation, and an Affidavit Regarding Non-responsibility.

Ernie Hinkle asked to take the quotes under advisement and to accept the low quotes for the chemicals if all specifications are met. Alex Emmons made a motion for Hinkle to take the quotes under advisement and to accept the low bids for the chemicals, if all specifications are met. Keith Masterson seconded the motion. Motion approved, 7-0.

APPROVAL OF MINUTES (DVD-14:58)

Chairman Wayne Schuetter presented the minutes of the October 20, 2014 Regular Meeting. Ashley Kiefer stated that one change needed to be made to the October minutes. The minutes stated that the Boiler and Machine Insurance at the Power Plant was going to expire and that quotes were being reviewed from other insurance companies. The minutes referred only to the Power Plant, but other utility facilities are also included in the Boiler and Machine Insurance policy.

Rick Stradtner made a motion to approve the minutes of the October 20, 2014 Regular meeting as corrected. Doug Schulte seconded the motion. Motion approved, 7-0.

PRESENTATION OF 2015 CAPITAL EXPENDITURE PLAN DRAFTS & COMMITTEE MEETING DATES (DVD-16:07)

Chairman Wayne Schuetter stated that the 2015 Capital Expenditure Plans for all the Utility Departments were passed out to the Board members for review. Ashley Kiefer informed the Board of upcoming meetings scheduled to discuss the 2015 Capital Expenditure Plans. A Joint Water and Gas Committee meeting is scheduled for Monday, December 1, 2014 at 8:00AM in

the Pfaffenweiler room. A Joint Wastewater and Electric meeting is scheduled for Monday, December 8, 2014 at 10:00AM in the Pfaffenweiler room. A Finance Committee meeting is scheduled for Thursday, December 11, 2014 at 8:00AM in the Pfaffenweiler room.

BUCKET TRUCK CLARIFICATION (DVD-17:28)

Jerry Schitter informed the Board that the bucket truck on the 2015 Capital Expenditure Plan would be ordered in the first quarter, but would not be paid for until close to the end of the year. The truck will take around nine months to come in after it is ordered.

ENVIRONMENTAL ASSESSMENT (DVD-18:05)

Bud Hauersperger informed the Board that Lisa Gehlhausen, with Indiana 15 Regional Planning Commission, contacted him regarding an environmental assessment for the Power Plant. A walk-thru of the Power Plant has been completed and Cardno will be performing the assessment. The State will be paying for Phase 1 of the assessment. After Phase 1 is completed, Phase 2 may begin, if warranted. Hauersperger stated that they were considering having an environmental assessment done anyway, and by utilizing this program the assessment will be free.

ELECTRIC PLANNING COMMITTEE REPORT (DVD-19:38)

Ken Sendelweck, Chairman of the Electric Planning Committee, stated that the committee did not meet during the past month.

PERMISSION TO JUNK LEAD WATER METERS WHEN CHANGED OUT (DVD-19:46)

Ernie Hinkle informed the Board that old water meters are coming in for repair that contain lead. These meters can't be reused due to the lead. Hinkle asked the Board's permission to junk the lead water meters as they are changed out.

Keith Masterson made a motion to give Hinkle permission to junk old water meters that contain lead as they are changed out. Dave Hurst seconded the motion. Motion approved, 7-0.

Chairman Schuetter asked that Hinkle provide a monthly report tracking how many water meters are being junked every month.

LICENSING EXTENTION FOR DISTRIBUTION MECHANICS (DVD-23.06)

Hinkle explained that three Water employees attended a 12 week training school to pass a State test to get their Water license. The paperwork to sign up for the test was misplaced and the State wouldn't allow these three employees to take the test, which is only given two times a year. The next date available to take the test is the first week of May. The City has a 30 month employment limit for employees to obtain their Water License. If an employee does not obtain their license within this time period, the employee will be terminated.

Hinkle requested a six month extension for these three employees, due to the circumstances, to pass the State test. Rick Stradtner made a motion to approve the six month extension for the

three employees, thirty-six months from their date of employment, due to the circumstances. Dave Hurst seconded the motion. Motion approved, 7-0.

GAS PLANNING COMMITTEE REPORT (DVD-34:45)

Keith Masterson, Chairman of the Gas Planning Committee, stated the committee did not meet during the past month.

WATER PLANNING COMMITTEE REPORT (DVD-35:07)

Dave Hurst, Chairman of the Water Planning Committee, stated the committee did not meet during the past month.

WASTEWATER PLANNING COMMITTEE REPORT (DVD-35:17)

Alex Emmons, Chairman of the Wastewater Planning Committee, stated the committee did not meet during the past month.

ASSET DISPOSAL AUTHORIZATIONS (DVD-35:25)

Ashley Kiefer gave the Board a copy of the 2014 Asset Disposal Authorization to review. A physical inventory is taken each year of all capital assets in all utility facilities. The items on the authorization need to be disposed of, per the Utility Managers. There being no questions, Kiefer asked for approval from the Board to dispose of all assets.

Keith Masterson made a motion to approve the asset disposal authorizations. Alex Emmons seconded the motion. Motion approved, 7-0.

IDENTITY THEFT PREVENTION PROGRAM REPORT (DVD-37:22)

Kiefer informed the Board that Jasper Municipal Utilities is required to prepare a yearly Identity Theft Prevention Program Report. There have not been any cases of identity theft or changes in the program in the past year.

PROPOSAL FOR WATER RATE STUDY (DVD-37:58)

Bud Hauersperger presented a proposal from HJ Umbaugh and Associates for a water rate study. The last water rate study was done over two years ago. The cost for the water rate study will be a not-to-exceed \$12,500, the same amount as last time. Hauersperger stated that the costs for the mandated UV project, and possibly the Beaver Lake Dam modifications, will be included in this rate study.

Dave Hurst made a motion to approve the water rate study proposal from HJ Umbaugh and Associates for a not-to-exceed \$12,500. Doug Schulte seconded the motion. Motion approved, 7-0.

PERMITTING ON BEAVER DAM RAISE PROJECT (DVD- 41:12)

Hauersperger stated that permission was given to Christopher B. Burke Engineering to work with the DNR on the permitting process for the Beaver Dam Raise project. Bid documents should be ready by January 2015.

FINANCE COMMITTEE REPORT & PRESENTATION OF CLAIM DOCKET (DVD-41:45)

Doug Schulte reported the Finance Committee had met and reviewed the claims on the Claim Docket.

The Finance Committee recommended approval of the claims as presented.

Rick Stradtner made a motion to approve the claims as presented. Keith Masterson seconded the motion. Motion approved, 7-0.

RESOLUTION FOR UV PROJECT FUNDING (DVD-42:17)

Attorney Kabrick presented Resolution #USB 2014-5 to the Board regarding an additional commitment of Utility funds to the Cryptosporidium Treatment Improvement project (UV project), including a recommended loan of funds between the Electric Distribution Department and the Water Department. The loan amount is for \$1,450,000 and will be paid off in five years.

Alex Emmons made a motion to approve Resolution #USB 2014-5, recommending the loan between the Electric Distribution Department and the Water Department to the Common Council. Ken Sendelweck seconded the motion. Motion approved, 7-0.

CHANGES TO THE WATER ORDINANCE (DVD-44:22)

Attorney Kabrick tabled the discussion regarding the changes to the Water Ordinance for a later date.

GRATITUDE FOR ELECTRIC DEPARTMENT (DVD-44:45)

Chairman Schuetter recognized the Electric Department for all their hard work on the decorative street lights downtown. The downtown merchants are very pleased.

COMMON CONSTRUCTION WAGE HEARING (DVD-45:07)

Attorney Kabrick stated that a Common Construction Wage Hearing is set for December for the Civil City. Kabrick asked for the Board to appoint someone for the Beaver Lake Dam Raise project, in the event that the permitting process goes through and the project is ready to bid. The wage appointed at the wage hearing is good for ninety days.

Kabrick suggested Mike Witte or Dave Hurm for the appointment in the event that a Common Construction Wage hearing is necessary for the Beaver Lake project.

Rick Stradtner made a motion to approve Mike Witte or Dave Hurm to represent the Utility Service Board in the event that a Common Construction Wage Hearing is necessary for the Beaver Lake Dam Raise project. Keith Masterson seconded the motion. Motion approved, 7-0.

There being no further business to come before the Board, the meeting was adjourned at 7:49PM upon motion by Alex Emmons and second by Keith Masterson. Motion approved, 7-0.

The minutes were hereby approved _____ with X without corrections this _____ day of _____, 2014.

Attest: _____
Secretary Chairman